The Rainbow Project, Inc.’s Referral & Community Programs Coordinator is responsible for administrative coordination of all agency programs.

Primary duties include responding to referrals (of individuals/families) made to the agency, from the first point of contact through disposition.

Process incoming requests for training/presentations, coordinate with requesting entity & clinical staff, & present information to professional, community & other participant groups on a range of professional topics related to the agency’s services & mission.

Coordinate volunteer services, including childcare for adult caregiver groups.

Collect & compile required data towards completion of quarterly, year-end reports, & other.

Maintain Referral & Community Programs Coordinator reference binder/materials so up to date.

Qualifications...

1.0 FTE position requires BA or equivalent experience in social work or other human services related field; Master’s degree preferred.

Organizational skills required.

Must have excellent written & verbal communication skills with both colleagues & consumers; fluency in Spanish a plus.

Ability to work independently, & as part of a team.

Proficient in use of Microsoft Office software.

Prefer experience working with young children & families impacted by stress/trauma.

Responsibilities...

Primary contact to receive, document, follow-up & efficiently coordinate referrals made to the agency via all agency programs, including the following:

- Obtain presenting concerns & demographic data at referral.
- Coordinate scheduling, preparation for, participate in (pending qualifications), & follow-up after consultation appointments.
- Coordinate programming with agency administrative, financial & clinical staff.
- Collaborate with other community agencies, providers, insurance companies & other funding sources.
- Refer children/families to appropriate community services, when appropriate.
- Provide input regarding status of referred individuals/families at weekly Referral Review Meetings, & coordinate next actions with Clinical Manager & Director.
- Maintain agency waiting list.
- Prepare assignments of referred individuals/families to Clinicians for enrollment in ongoing treatment.

Promote & educate details of agency programming to potential referral sources, funders & other interested parties.

Primary contact to receive, respond to & coordinate requests for training/presentations, including the following:

- Planning/preparation.
- Presenting (either independently &/or involving other clinical staff).
- Follow-up.
Plan, prepare, & implement child/adult group programming, as appropriate (based on qualifications & agency need)
Maintain content of agency resources to keep up to date, such as libraries, materials & files
Document & maintain ongoing data pertaining to all agency programs, as required by funders, for internal analysis & evaluation, including quarterly & year-end service reports

**TO APPLY...**

To apply for this position, the following application & related materials should be completed by prospective applicants, & returned by the deadline specified above...

1. Application for Employment Form
2. Application Questions
3. Background Information Disclosure Form

Application materials listed above are available on the “Jobs” page of The Rainbow Project, Inc. website at [http://therainbowproject.net/jobs/](http://therainbowproject.net/jobs/).

Once the above are completed, please print out & submit by...

**U.S. Mail...**
The Rainbow Project Inc.
831 East Washington Avenue
Madison WI 53703

**Or Fax...**
(608) 255-0457

The application process is as follows...

1. ALL applications will be reviewed upon receipt. Select applicants will be invited for a first round in-person question/answer style interview.
2. From the first round question/answer style interview, select applicants will be invited for a second round experiential style interview. Those invited (for a second round interview) should bring written letters of recommendation from three professional references to the second round interview.
3. From the second round experiential style interview, references of select applicants will be contacted for professional reference check.
4. After completing select professional reference checks, an applicant will be chosen to fill the position.

Please note that if none of the applicants are selected, the application process will remain open until an applicant is selected, & may be reposted.

**APPLICATION DEADLINE...**

08/17/2015, OR until position filled